



**RECORDS DESTRUCTION BOARD  
Meeting Minutes**

**August 22, 2007, 10:00 AM  
Legislative Research Council Room 413  
Capitol Building  
Pierre, South Dakota**

The 2007 Records Destruction Board meeting was called to order by Deputy Commissioner Steve Stoneback at 10:05 a.m. on August 22, 2007, in the Legislative Research Council Room 413, Capitol Building, Pierre, South Dakota.

A quorum was determined with the following members present: Gary Campbell, Attorney General's Office; Dennis Keith, State Auditor's Office; Marty Guindon, Legislative Audit; Chelle Somsen, State Archives Office; Bureau of Administration members present included Steve Stoneback, and Dana Hoffer. Marla Anderson was the recording secretary.

Chairman Stoneback introduced Marla Anderson as the new Administrative Assistant to BOA.

**Office of the Governor**

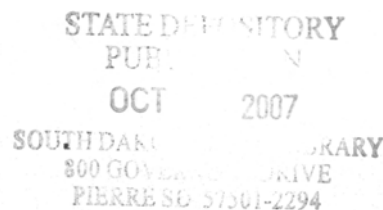
Chairman Stoneback asked the Board to consider the current petition to *delete* 35 record series for the Office of the Governor having the record series numbers of GOV- 1, GOV-53, GOV-4 thru GOV-9, GOV-11, GOV-13, GOV-17, GOV-18, GOV-52, GOV-19, GOV-21 thru GOV-24, GOV-26 thru GOV-28, GOV-30, GOV-31, GOV-33 thru GOV-35, GOV-37, GOV-38, GOV-41 thru GOV-43, GOV-45, GOV-46, GOV-49, and GOV-51; and *update* and consecutively re-number the Office of the Governor's Records Retention and Destruction Schedule (RRDS) with 18 record series having the record series numbers of OG-1 through OG-18.

The floor was opened for discussion.

**Chelle Somsen moved that Archival Screening be added to OG-2. Second by Gary Campbell. The motion passed by voice vote.**

**Marty Guindon moved and Dennis Keith seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition to provide for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-017.



### **Bureau of Finance and Management**

Chairman Stoneback asked the Board to consider the current petition to *delete* 40 record series for the Bureau of Finance and Management having the record series numbers of BFM-9, BFM-25, BFM-27, BFM-30, BFM-31, BFM-35, BFM-37, BFM-39, BFM-40, BFM-67, BFM-82, BFM-90, BFM-93, BFM-94, BFM-96, BFM-98 thru BFM-100, BFM-102, BFM-104, BFM-107, BFM-108, BFM-110, BFM-112, BFM-114 thru BFM-116, BFM-118 thru BFM-123, BFM-126, BFM-131 thru BFM-134, BFM-136, and BFM-137; and *update* and consecutively re-number the Bureau of Finance and Management's Records Retention and Destruction Schedule (RRDS) with 100 record series having the record series numbers of BFM-1 through BFM-100.

The floor was opened for discussion.

**Dennis Keith moved and Marty Guindon seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-029.

### **Department of Environment and Natural Resources**

Chairman Stoneback asked the Board to consider the current petition to *delete* 78 record series for the Department of Environment and Natural Resources having the record series numbers of DENR-1 thru DENR-6, DENR-8 thru DENR-10, DENR-21, DENR-25, DENR-29, DENR-30, DENR-34, DENR-41, DENR-196, DENR-49 thru DENR-51, DENR-234, DENR-54, DENR-59, DENR-60, DENR-61, DENR-68, DENR-301, DENR-69, DENR-70, DENR-73, DENR-79 thru DENR-81, DENR-86, DENR-88, DENR-94, DENR-95 thru DENR-97, DENR-105, DENR-111, DENR-123, DENR-129, DENR-141, DENR-142, DENR-125 thru DENR-127, DENR-133 thru DENR-136, DENR-138, DENR-139, DENR-209, DENR-210 thru DENR-212, DENR-216, DENR-218, DENR-219, DENR-222, DENR-223, DENR-144, DENR-157 thru DENR-159, DENR-163, DENR-171, DENR-172, DENR-174, DENR-175, DENR-194, DENR-183 thru DENR-185, DENR-188, DENR-190, and DENR-191; and *update* and consecutively re-number the Department of Environment and Natural Resources' Records Retention and Destruction Schedule (RRDS) with 163 record series having the record series numbers of DENR-1 through DENR-163.

The floor was opened for discussion.

**Marty Guindon moved and Gary Campbell seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-030 .

#### **Department of Labor**

Chairman Stoneback asked the Board to consider the current petition to *delete* 90 record series for the Department of Labor having the record series numbers of LBR-001, LBR-002, LBR-004, LBR-005, LBR-123, LBR-006, LBR-124, LBR-007, LBR-008, LBR-011, LBR-012, LBR-014 thru LBR-017, LBR-019, LBR-020, LBR-022, LBR-023, LBR-025 thru LBR-028, LBR-032, LBR-034, LBR-036, LBR-038, LBR-041, LBR-044, LBR-046, LBR-039, LBR-047, LBR-048, LBR-050, LBR-052, LBR-051, LBR-062, LBR-063, COM-279 thru COM-281, COM-284, COM-286 thru COM-288, COM-290, COM-291, COM-93 thru COM-299, LBR-069, LBR-072, LBR-082 thru LBR-90, LBR-093 thru LBR-106, LBR-108 thru LBR-111, LBR-113 thru LBR-117, LBR-119, and LBR-120; and *update* and consecutively re-number the Department of Labor's Records Retention and Destruction Schedule (RRDS) with 79 record series having the record series numbers of DOL-1 through DOL-79.

The floor was opened for discussion.

**Dennis Keith moved and Chelle Somsen seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-031.

#### **Board of Accountancy**

Chairman Stoneback asked the Board to consider the current petition to *delete* 12 record series for the Board of Accountancy having the record series numbers of AC-3, AC-4, AC-7, AC-12, AC-15, AC-16, AC-17, AC-22, AC-26, AC-27, AC-30, and AC-31; and *update* and consecutively re-number the Board of Accountancy's Records Retention and Destruction Schedule (RRDS) with 21 record series having the record series numbers of BA-1 through BA-21.

The floor was opened for discussion.

**Dennis Keith moved and Marty Guindon seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each

record. The authority is granted under Records Destruction Board number (RDB) 07-032.

#### **Board of Barber Examiners**

Chairman Stoneback asked the Board to consider the current petition to *delete* 8 record series for the Board of Barber Examiners having the record series numbers of BE-7, BE-8, BE-10, BE-15, BE-16, BE-23, BE-26, and BE-27; and *update* and consecutively re-number the Board of Barber Examiners' Records Retention and Destruction Schedule (RRDS) with 20 record series having the record series numbers of BEB-1 through BEB-20.

The floor was opened for discussion.

**Marty Guindon moved and Gary Campbell seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-033 .

#### **Board of Technical Professions**

Chairman Stoneback asked the Board to consider the current petition to *delete* 14 record series for the Board of Technical Professions having the record series numbers of TPR-03 thru TPR-05, TPR-09, TPR-13, TPR-15 thru TPR-17, TPR-20, TPR-21, and TPR-26 thru TPR-29; and *update* and consecutively re-number the Board of Technical Professions' Records Retention and Destruction Schedule (RRDS) with 17 record series having the record series numbers of BTP-1 through BTP-17.

The floor was opened for discussion.

**Dennis Keith moved and Marty Guindon seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-034.

### **Cosmetology Commission**

Chairman Stoneback asked the Board to consider the current petition to *delete* 10 record series for the Cosmetology Commission having the record series numbers of COS-02, COS-05, COS-06, COS-07, COS-11, COS-12, COS-13, COS-15, COS-16, and COS-17; and *update* and consecutively re-number the Cosmetology Commission's Records Retention and Destruction Schedule (RRDS) with 10 record series having the record series numbers of COS-1 through COS-10.

The floor was opened for discussion.

**Marty Guindon moved and Gary Campbell seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-035.

### **Electrical Commission**

Chairman Stoneback asked the Board to consider the current petition to *delete* 13 record series for the Electrical Commission having the record series numbers of ELC-5 thru ELC-9, ELC-15, ELC-23, ELC-29, ELC-30, and ELC-34 thru ELC-37; and *update* and consecutively re-number the Electrical Commission's Records Retention and Destruction Schedule (RRDS) with 27 record series having the record series numbers of EC-1 through EC-27.

The floor was opened for discussion.

**Dennis Keith moved and Marty Guindon seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-036.

### **Plumbing Commission**

Chairman Stoneback asked the Board to consider the current petition to *delete* 20 record series for the Plumbing Commission having the record series numbers of PL-4, PL-5, PL-7 thru PL-9, PL-11, PL-15, PL-18 thru PL-21, PL-27, PL-29, PL-30, PL-32 thru PL-34, and PL-39 thru PL-41; and *update* and consecutively re-number the Plumbing Commission's Records Retention and Destruction Schedule (RRDS) with 26 record series having the record series numbers of PC-1 through PC-26.

The floor was opened for discussion.

**Dennis Keith moved and Chelle Somsen seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-037.

### **Department of Public Safety**

Chairman Stoneback asked the Board to consider the current petition to *delete* 191 record series for the Department of Public Safety having the record series numbers of EM-1, EM-2, EM-5, EM-8, EMS-1, EMS-3, EMS-5 thru EMS-8, FM-1, FM-2, FM-5 thru FM-7, FM-9, FM-17 thru FM-22, AR-1, AR-4 thru AR-9, AR-13 thru AR-21, HP-1 thru HP-5, HP-7 thru HP-11, HP-13 thru HP-15, HP-17 thru HP-25, HP-27 thru HP-31, HP-33 thru HP-43, HP-45, HP-47, HP-48, HP-50 thru HP-69, HP-71 thru HP-80, HP-82 thru HP-84, HP-86 thru HP-88, HP-90 thru HP-98, HS-1 thru HS-4, SRC-4, SRC-6 thru SRC-8, SRC-10 thru SRC-18, SRC-20, DL-1, DL-3 thru DL-6, DL-8 thru DL-11, DL-15 thru DL-20, DL-22 thru DL-27, DL-29, DL-34 thru DL-36, ISP-1 thru ISP-3, ISP-5, ISP-6, WM-1 thru WM-4, WM-9, HLS-1 thru HLS-7, DPS-1, DPS-3, and DPS-5 thru DPS-9; and *update* and consecutively re-number the Department of Public Safety's Records Retention and Destruction Schedule (RRDS) with 66 record series having the record series numbers of EM-1 through EM-5; EMS-1 through EMS-2; FM-1 through FM-10; AR-1 through AR-5; HP-1 through HP-12; SRC-1 through SRC-6; DL-1 through DL-12; ISP-1; WM-1 through WM-5; and DPS-1 through DPS-8.

The floor was opened for discussion.

**Marty Guindon moved and Gary Campbell seconded the motion to approve the petition. The motion passed unanimously by voice vote.**

Chairman Stoneback authorized the destruction of the records described in the records retention and destruction schedule's foregoing petition provided for the retention of each record. The authority is granted under Records Destruction Board number (RDB) 07-038.

Chairman Stoneback stated that obviously Dana Hoffer's work on the Records Destruction Project has been extensive and successful. He further stated that we will need two more meetings this year, and that he appreciates the Board's commitment to the process.

Marty Guindon stated that the pre-review was very helpful. The Board agreed. Dana stated that he has more records ready for review, and will send them out soon.

**Marty Guindon moved and Gary Campbell seconded the motion to adjourn the meeting. The motion passed unanimously by voice vote.**

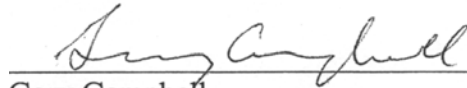
The meeting was adjourned at 10:19 AM.

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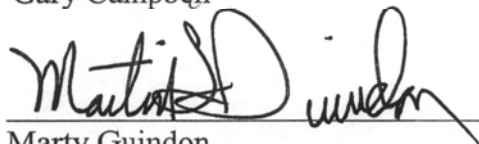
Approval of the Minutes of the August 22, 2007 Records Destruction Board Meeting:

  
Steven Stoneback, Chairman

Date 9-20-07

  
Gary Campbell

Date 9/11/07

  
Marty Guindon

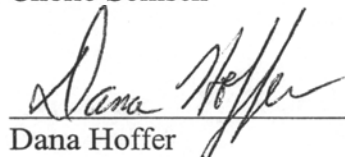
Date 9/13/07

  
Dennis Keith

Date 9-13-07

  
Chelle Somsen

Date 9-18-07

  
Dana Hoffer

Date 9-14-2007